

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

Classification: Electric Generation System Specialist I	Position No. 5500-4841-001
CBID: R09	Office: Renewable Energy
Date Prepared: November 28, 2017	Division: Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Resources Specialist III (S) in the Renewable Energy Division, the incumbent serves on an interdisciplinary team as technical staff to support the Commission's efforts to maintain lists of safe and reliable solar equipment to support incentive programs, consumer decision making, and government and industry efforts to expand the use of distributed generation. The incumbent will perform technical analyses of manufacturers' requests for listing equipment. The incumbent applies current solar equipment safety and efficiency standards, and assists with developing performance standards for equipment included on the Energy Commission's lists. The incumbent communicates regularly with representatives of other government agencies, equipment manufacturers, staff from testing laboratories, solar industry representatives, and members of the public.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, and Internet; and will participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 40% Act as a technical staff to perform technical reviews of solar equipment listing requests, with a focus on solar Photovoltaic (PV) generation systems. Perform technical reviews of equipment listing requests to confirm consistency with Energy Commission technical, administrative, and performance requirements and accuracy and adequacy of supporting documentation such as lab certifications and testing reports or summaries. Work with manufacturers, third-party certified laboratories and other stakeholders to resolve issues and assure accurate information is presented on all equipment lists. (E)
- 20% Maintain and update databases with information on specific equipment that may be of interest to stakeholders such as PV module performance values and measurements, PV module technologies, inverter performance, design ratings, and weighted efficiency, certification dates, reported nameplate ratings and temperature coefficients. Identify opportunities to modify and improve equipment lists and databases to reflect current industry information and address consumer and industry

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needs for information. Collaborate with other technical staff to review and make recommendations to update and improve the Energy Commission's review processes and standards. (E)

- 20% Maintain current knowledge of technologies in the solar industry and engage in collaborative efforts with representatives from key stakeholder groups such as utilities, industry, certification laboratories, and federal, state, and local government agencies on broad technical topics affecting the solar industry and the expanded use of distributed generation resources. Identify relevant technical issues that may impact the Energy Commission's solar equipment listing program or other related Commission efforts. Prepare summary findings of technical information as needed for staff, management and Commissioners. (E)
- 10% Perform outreach activities including preparing presentations, outreach and training materials and participating in workshops to provide training on the Energy Commission's equipment lists. Solicit input from stakeholders on solar equipment related issues. (E)
- 5% Attend workshops, hearings, conferences, and meetings on topics associated with solar equipment related activities, such as solar equipment codes and standards, technologies, interconnection requirements, grid reliability and integration of increasing renewable resources. (M)
- 5% Other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
VACANT _____ Date _____ Elec Gen Systems Specialist I	PAYAM NARVAND _____ Date _____ Energy Resource Specialist III (Supervisory)